



Absentee Ballot Application Procedures

Who may vote by absentee ballot?

Any qualified (registered) voter who is prevented from being present and personally voting at the polls on Election Day is entitled to cast an absentee ballot. A qualified voter is one who is:

- A resident of the City of Rockville.
- Registered to vote with either Montgomery County or the City of Rockville.
- At least 18 years old on Election Day.

How to request an absentee ballot

Absentee Ballot Applications for the Nov. 3, 2015 election will be available through Nov. 3. Applications for absentee ballots may be picked up in person at City Hall during normal business hours, requested via telephone at 240-314-8286, requested via email to election2015@rockvillemd.gov or downloaded at www.rockvillemd.gov/election. After approval of the application, an absentee ballot is mailed to the absentee voter; however, absentee ballots cannot be mailed to the absentee voter after the close of business on **Monday, Oct. 26, 2015**.

Completed applications can be mailed or dropped off at City Hall, 111 Maryland Avenue Rockville, Md., 20850; faxed to 240-314-8289 or emailed (as an attachment with a signature) to election2015@rockvillemd.gov. In order to have your absentee ballot mailed to you, your completed signed application must be received (not just mailed) by the city's Election Office by 5 p.m. on Monday, Oct. 26, 2015. After this date you must pick up the ballot in person at City Hall.

Ballots will be mailed starting Friday, Oct. 2, 2015, to qualified voters from whom applications have been received. Applications will be accepted and processed through 8 p.m. on Election Day, Nov. 3, 2015.

Designating an Agent

If you cannot apply and vote in person, you may designate someone to serve as your agent to submit your absentee ballot application and pick up and deliver your absentee ballot (candidates and those representing candidates, either formally or informally, may not act as agents). The application must be completed and submitted to the city's Election Office prior to issuance of a ballot to the agent. As with regular absentee voting, a ballot cannot be issued until the voter's eligibility has been established, and the ballot must be returned to the city's Election Office prior to the closing of the polls on Election Day. If you wish to do this, you and the person you are designating as your agent must complete the *Absentee Ballot: Designation of Agent* form (which can be found at www.rockvillemd.gov/election).

Deadline for Receipt of Absentee Ballots

An absentee ballot (whether mailed or hand-delivered) must be received by the city's Election Office prior to the closing of the election polls — no later than 8 PM on Tuesday, November 3, 2015.

